

SECRET

Approved For Release 2002/08/22 : CIA-RDP61-00274A000200050012-8

Annex IV, TAB J

DESCRIPTIVE LIST - CERTAIN TAE PROJECTS

The following is a list of the projects, with a brief description of each, undertaken by the TAE from 1 July 1954, to 30 June 1956, which, in the opinion of the Management Staff, fall within the areas of common interest or whole responsibility of some component of the Agency other than the TAE.

Project
Number

Description

8. Review of procedure re deposit with GSA for procurement - particularly within Office of Logistics.
9. Study responsibility for processing completed proprietary records to permanent safekeeping.
- 25X1 13. Regulation [] relating to the establishment of a Board of Review re shortages of funds - agents.
24. Study of feasibility and advantages of adopting a basic Index Number for each employee.
28. Study of operations projects to determine the need for Comptroller type personnel in these projects.
39. Development of regulations under PL 497 re collection of indebtedness from personnel.
40. Development of regulation re policy - [] conversions - Agency personnel.
44. Procedure re retirement and leave records for eligible Agency employees completing Agency sponsored military training.
47. Determine authority and policy re non-appropriated fund activities (commissaries, messes, clubs, etc.).
48. Determine applicability of PL 761 (social security) and PL 767 (unemployment compensation) to CIA - develop procedure.
49. Determine whether restrictions of law and U.S. travel regulations re payment of parking fees apply to CIA.
51. Development of regulation covering tort claims against the Agency.
54. Policy and procedure re payment of foreign post differentials to personnel on detail to clandestine posts.
58. Review (with Audit) accounting system in force at [] a proprietary.
- 25X1 69. Review accounting procedures for Contact Offices []
- 25X1 [] re maximum use of vouchered funds.
- 25X1 72. [] re overtime and holiday work reporting procedures.
73. Develop regulation re transportation request based on general regulation No. 123 issued by GAO 17 May 1955.
74. Develop regulation re responsibility for processing completed proprietary records to permanent safekeeping.
77. Develop regulation re filing of Field Agent Contracts and Memorandums of Agreement.
78. Preparation of notice re new transportation request form availability.

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Project
NumberDescription

83. Procedure re salary adjustments - agents.
84. Survey of Machine Records Division.
86. Policy and procedure re payment of territorial post differentials to personnel on detail to classified posts.
88. Develop a regulation and procedure for operational loans.
104. Review regulations re leave without pay.
109. Develop headquarters [] handbooks for property authorization control procedure.
115. Prepare new handbook for property authorization and allotment control procedures.
125. Recovery of - - - - - proprietary funds []
130. Develop a policy for the operation of recreational facilities with respect to charging such facilities for equipment furnished.
131. Study re policy for establishing per diem and mileage allowances for travel within continental U. S.
133. Reimbursement procedure for air mail.
136. Revision of headquarters regulation [] section I, social security.
137. Review U. S. regulations and develop Agency regulation re bonding of officers and employees.
143. Revision [] re advances - Agency imprest funds to provide for reference to imprest stamp accounts.

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